Your College Email Account and the Intranet

Accessing your college emails

To use your web-based college email account, start a browser session (Internet Explorer, Chrome, Firefox or other) and go to http://mail.baec.ac.uk

You will need your college email address and a password. Your new temporary password for first access has been emailed to you. You will be asked to change your password once you are in and it is recommended that you choose a strong password. Recommendations for password strength can be found in the appendix at the end of this guide.

On first login you will be asked to accept new terms and conditions and to change your password. You can skip Google's request for a phone number to make your account even more secure. If you wish to do so, however if you add a phone number you will be able to reset your password by yourself later if necessary. This new password will be the one you will use to access your emails and the intranet from now on.

If your own personal email is with Gmail you will need to follow further instructions from this online link.

The login page will look like this:

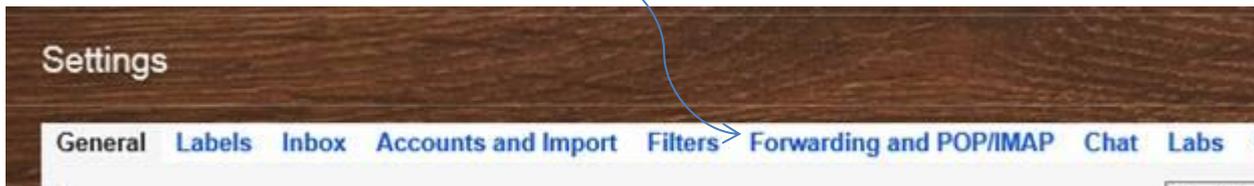Please enter your college email address and on the next screen, please enter your password.

Once you are in, you can customise your email interface to your liking.

You can also have your college emails configured on your phone or tablet by following the instructions below. If you don't need this, please skip to the next page.

1. Click on Settings (cog wheel) and you'll get a drop down list. Click on settings again:
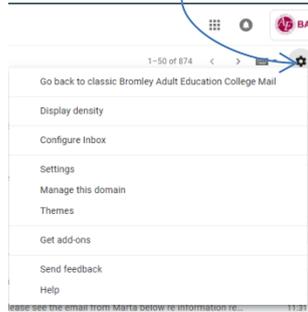
2. Select *Forwarding and POP/IMAP*

Scroll down to where it says **Configure your email client** and click on the link for instructions.

Please have a go. If you have many questions, please contact the IT department and we'll be here to help the best we can.

You will also have access to cloud space to save files, Google Docs and other clever features from Google.

The College Intranet

Bromley Adult Education College intranet is a private website that can be accessed with a college username and password from any computer with an internet connection. The ultimate aim of the intranet is to provide a place for tutors to be able to upload resources and website links that can be downloaded by learners – sometimes in the classroom but more commonly at home. This is particularly useful for providing extension handouts or activities, additional background information or for allowing learners who have missed a class to catch up before they return. It also provides access for all staff to college information.

The Intranet and Emails systems are now integrated and can be accessed with the same login.

The Intranet can be accessed in several different ways:

- Via the link on the college website: https://baec.ac.uk/?page_id=2860
- Via direct link: https://sites.google.com/a/baec.ac.uk/intranet---learner-side/
- Via Classroom app on your phone or tablet (needs a bit of configuring)

- ## *How to log in using direct link*
  1. Start your browser of choice (Internet Explorer, Firefox, Chrome or other).
  2. Enter the following website address in the address bar: https://sites.google.com/a/baec.ac.uk/intranet---learner-side/
  3. Enter your **college email address** in the e-mail box and click NEXT, then enter the password provided, if it is your first time, or the one you've chosen, then follow the instructions on screen.
  4. You should now see your Home page.
  5. The home page should look like this:
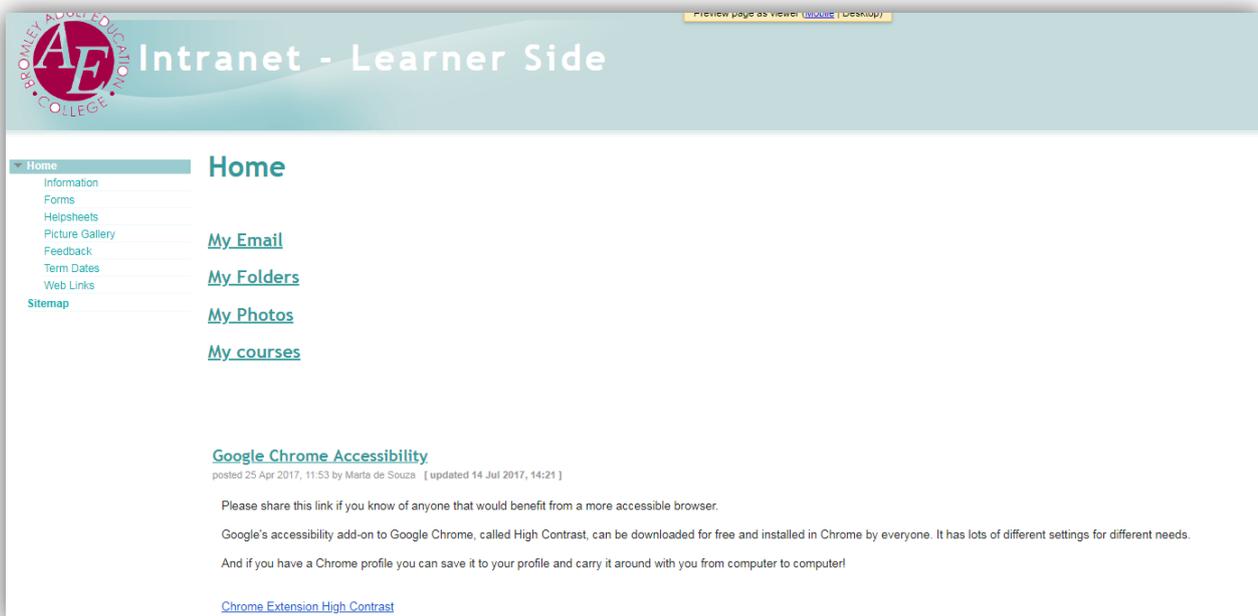
When you click on *My courses* you should get a Google Classroom home screen similar to this one, but with tiles for your own courses:
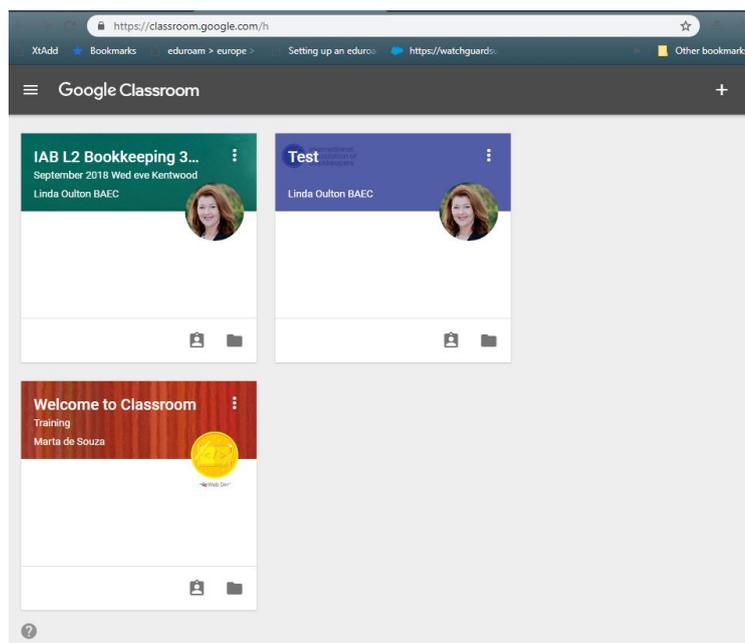

If you don't have tiles for your courses showing here, you should contact Marta de Souza with your name, course number and learner identification number.

Your tutors should guide you through accessing resources.

Please contact your tutor for anything referent to your course.

If you are using the email or the intranet on a public computer you should always log off your account so that no unauthorised person accesses it. To do that, please click on the circle on the top right corner of your browser window and then click on sign out.
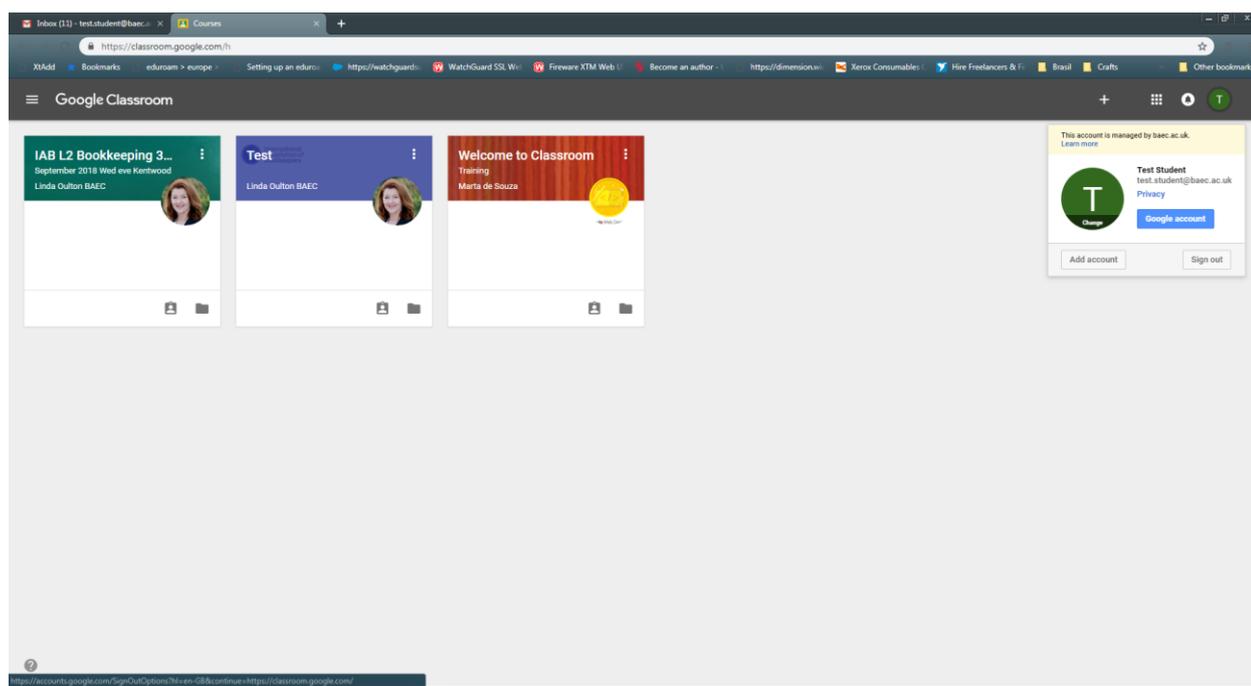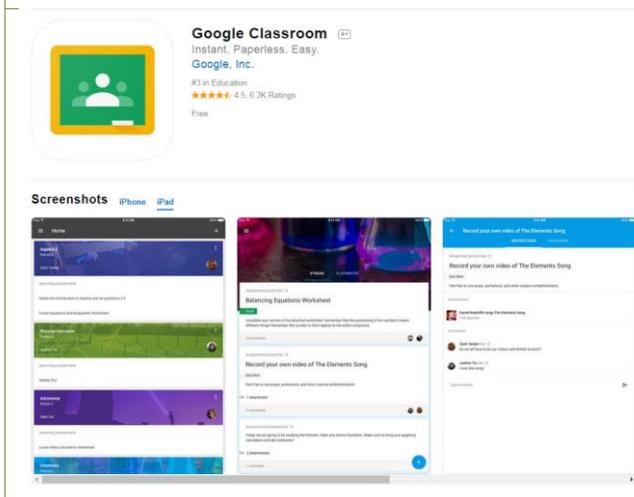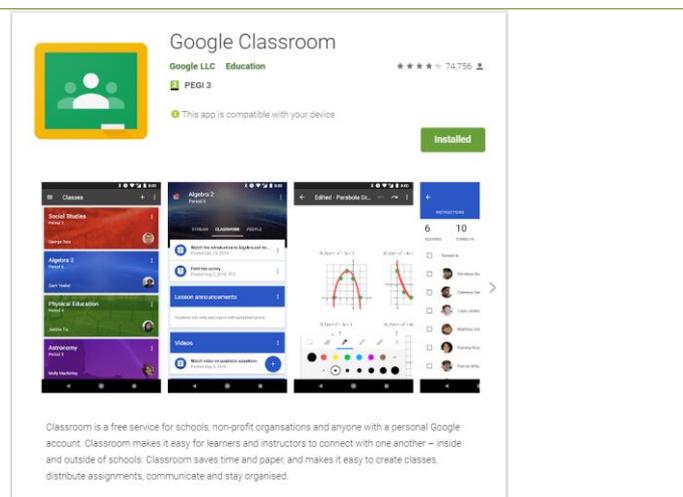
- ## *The Classroom App*

You can download a free application to your smart phone or tablet and access your course content from there. This is what the app looks like on an iPhone:
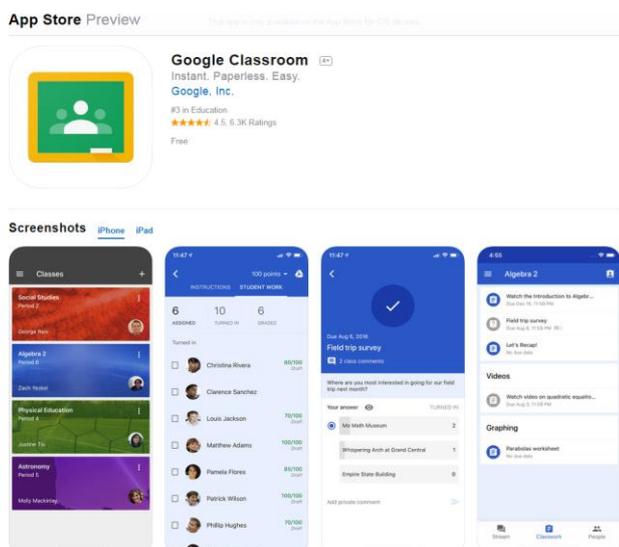
This is what it looks like on an iPad:	This is the app on Android:

Please download it and install from your secure AppStore or Google Play Store. After installation you will have to allow the app to access your college email account.

Hope you enjoy using the intranet.

Appendix 1 – Password Strength Recommendation

Create a strong password & a more secure account

A secure password will help protect your College Account.

A strong password helps you:
- Keep your personal info safe
- Protect your emails, files, and other content
- Prevent someone else from getting in to your account

Meet password requirements

Create your password using 8 characters or more. It can be any combination of letters, numbers, and symbols.

You can't use a password that:

- Is particularly weak. Example: "password123"
- You've used before on your account

Follow tips for a good password

A strong password can be memorable to you but nearly impossible for someone else to guess. Learn what makes a good password by following this link:
https://support.google.com/accounts/answer/9094506?hl=en&visit_id=636737248650077910-1530523792&rd=1